

NAME: _____

SUPPLEMENT TO THE APPLICATION FOR:

DEPARTMENTAL PERSONNEL CLERK

Instructions: So that we can better evaluate your qualifications for this class, please complete this form and submit it with your application.

1. Complete one form for each personnel-related job you held.
2. **All employer information should also be listed on the employment application.**
3. This form may be duplicated or you may use plain sheets of paper for additional positions.

1. Employer _____
2. Dates employed: From: _____ To: _____
 Month/Year Month/Year
3. Please explain and give examples of the personnel recordkeeping and related personnel work you performed which required the knowledge and application of personnel rules, regulations, procedures, union contracts and program requirements.

4. Percentage of time allocated to personnel related work (if not your primary duty):
%

I hereby certify that all statements in this form are true and correct, to the best of my knowledge, and I agree and understand that any misstatements of material facts herein may cause forfeiture of all rights to any employment in the State of Hawaii civil service.

I further request and authorize the employer, its agent and/or contact person named herein to furnish verification of the statements made herein and/or employment information as requested by the Department of Personnel Services of the County of Maui.

Signature _____ Date _____